

2016 Election Judges' Manual



Revised 2/16/16

Chapter 18

Forms

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Forms

Affidavit for Challenger & Challenged Voter

State of Maryland	
Affidavit for Challenger & Challenged Voter	
<p>Under § 10-312 of the Election Law Article, an individual may challenge another individual's right to vote only on the basis of the individual's identity. If the challenged voter is unable to present one of the required forms of identification, the challenger must complete Part I of this form, and the challenged voter must complete Part II. A chief judge must witness the challenger and the challenged voter signing the affidavit and may provide additional information in Part III.</p>	
Part I: Affidavit by Challenger	
Name of Challenger: _____	
Street Address: _____	
City: _____	State: _____ Zip _____
Telephone Number _____	Date of Birth _____
Name of voter whose identity is being challenged: _____	
Why do you believe that the voter named above is not whom he or she claims to be? Be specific.: _____ _____ _____	
I do solemnly swear or affirm under penalties of perjury that the information provided in this affidavit is true.	
_____ Signature of Challenger	_____ Date
Witnessed by: _____ Name of Chief Judge (please print)	_____ Signature of Chief Judge
Part II: Affidavit of Challenged Voter	
Name of Voter: _____	Date of Birth: _____
Provide any information that would help the local board of canvassers in making a determination about this challenge: _____ _____ _____	
I do solemnly swear or affirm under penalties of perjury that I am the voter whose name appears above.	
_____ Signature of Voter	_____ Date
Witnessed by: _____ Name of Chief Judge (please print)	_____ Signature of Chief Judge
Part III: Chief Judge Section Only – If you have any information that would be helpful to the local board of canvassers in making a determination about this challenge, please provide in the space below. _____ _____	

Forms

Ballot Certificate – Opening and Closing

BALLOT CERTIFICATE – OPENING AND CLOSING 2016 Presidential Primary Election – Election Day

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

OPENING INFORMATION

Monday night: verify security seals are intact and match the numbers below.
Apply new tamper tape to bins and record numbers below.

Ballot Bin #		Security Seal #	Verify	New Tamper Taper #
#1	rear			
	front			
#2	rear			
	front			
#3	rear			
	front			
#4	rear			
	front			

Before polls open, verify you received the number of ballots packs indicated below. If you cannot verify a number on this list, alert your chief judge and notify the Election Office immediately. Check and initial to confirm.

Ballot Bin#	Ballot Style #	# of Ballot Packs at Opening	# Ballots (Packs x 25)	✓ Verify Correct # of Ballot Packs	Initial
	Blank BACs				

To the best of our knowledge, the information on this form is true and correct.
Sign when opening is completed.

Assisting Election Judge(s) _____

Chief Judge _____

Chief Judge _____

CLOSING INFORMATION

When polls close, count the number of remaining unvoted ballots and the number of spoiled ballots. Use the Spoiled Ballot Log to determine the number of spoiled ballots. Enter the numbers below.

Remaining UNVOTED Ballots at Closing			Total SPOILED Ballots at Closing	
Ballot Style #	Remaining unvoted ballots	Initial	Ballot Style #	# Spoiled
BACs			BACs	
Total			Total	

All unvoted ballots have been accounted for and are being stored in a secure manner according to instructions from the Board of Elections.

To the best of our knowledge, the information on this form is true and correct. Sign when closing is completed.

Assisting Election Judge(s) _____


Chief Judge _____

Chief Judge _____

Revised 1/18/2016

Forms

Ballot Marking Device (BMD) Integrity Report, front and back

State of Maryland 

BALLOT MARKING DEVICE (BMD) INTEGRITY REPORT
OPENING AND CLOSING
 2016 Presidential Election

County: Montgomery County Date: April 26, 2016

District/Precinct: _____

Place ALL tamper tape removed during opening and closing from the BMD on the back of this form.

REMEMBER: IF ANY tamper tape is removed from the BMD DURING voting hours, remember to attach the removed tamper tape to the "Tamper Tape/Security Seal Removal Report" and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING
	A.	B.	C.	D.
	BMD Serial # Verify <input type="checkbox"/>	Side compartment tamper tape # at opening Verify <input type="checkbox"/>	New side compartment tamper tape # at opening Record	Record and remove side compartment tamper tape #. Do not replace tamper tape. Record
1				
2				
3				
4				


To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: _____

Judge(s) Assisting at Closing: _____

Chief Judge: _____ Chief Judge: _____

Revised: 12/15/2015



Side compartment tamper tape location.

	OPENING	CLOSING
BMD Unit 1:	Place side compartment tamper tape at opening here.	Place side compartment tamper tape at closing here.
BMD Unit 2:	Place side compartment tamper tape at opening here.	Place side compartment tamper tape at closing here.
C		
BMD Unit 3:	Place side compartment tamper tape at opening here.	Place side compartment tamper tape at closing here.
BMD Unit 4:	Place side compartment tamper tape at opening here.	Place side compartment tamper tape at closing here.

Forms

Cart Integrity Report

CART INTEGRITY REPORT 2016 Presidential – Election Day																																																											
Local Board: <u>Montgomery</u>			Date: <u>April 26, 2016</u>																																																								
Precinct: _____																																																											
BEFORE OPENING THE POLLS: Voting equipment and ballots were secured on the following polling place cart(s):			<table border="1"><thead><tr><th>CART #</th><th>SECURITY SEAL #</th><th>VERIFY</th></tr></thead><tbody><tr><td></td><td></td><td>✓</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			CART #	SECURITY SEAL #	VERIFY			✓																																																
CART #	SECURITY SEAL #	VERIFY																																																									
		✓																																																									
Complete All Grey Areas as Needed																																																											
Record all security seal removal events from carts in below table. Place all removed tamper tape on back of this report.																																																											
<table border="1"><thead><tr><th>CART #</th><th>SECURITY SEAL # REMOVED</th><th>NEW SECURITY SEAL</th><th>REASON FOR SECURITY SEAL REMOVAL</th><th colspan="2">Chief Judges' Initials</th></tr><tr><td>Record</td><td>Record</td><td>Record</td><td>Record</td><td>Rep/Oth</td><td>Dem/</td></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	CART #	SECURITY SEAL # REMOVED	NEW SECURITY SEAL	REASON FOR SECURITY SEAL REMOVAL	Chief Judges' Initials		Record	Record	Record	Record	Rep/Oth	Dem/																																															
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Record	Record	Record	Record	Rep/Oth	Dem/																																																						
To the best of our knowledge, the information on this form is true and correct.																																																											
_____ Chief Judge			_____ Chief Judge																																																								

Forms

Challenger & Watcher Certificate

State of Maryland Challenger & Watcher Certificate

Part I – Instructions and Information

Instructions to Designating Candidate or Entity: You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. (To be eligible, the group of voters must form a political committee under section 13-207 of the Election Law Article.)

Before designating any individuals, please read the State Board of Elections' Instructions and Information for Challengers, Watchers, and Other Election Observers (available at www.elections.state.md.us/get_involved/index.html). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.

Instructions to Challenger and Watcher: Please read the State Board of Elections' Instructions and Information for Challengers, Watchers, and Other Election Observers (available from your designating candidate or entity or at the website listed above). You must have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.

As a challenger and watcher, you have the right to:

- Enter the voting area at least (but no later than) 30 minutes before voting hours begin;
- Enter or be present in the voting area at any time during voting hours;
- Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;
- Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;
- Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and
- Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.

You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.

You may be removed by an election judge if you do not follow an election judges' order or attempt a prohibited act.

Part II – Certificate Designating Challenger and Watcher

I/We certify that _____ has designated _____, a

Name of Designating Candidate or Entity

Name of Challenger/Watcher

registered voter, to act as a challenger or watcher for the ☐ 20__ Primary Election OR ☐ 20__ General Election.

(check only one)

This individual will act in this capacity ☐ on election day (complete Part A) and/or ☐ during early voting (complete Part B).

(check all that apply)

Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:

District/Precinct or Ward/Precinct	Name of County or Baltimore City

Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:

Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City

Signature of Designating Candidate or Officer of Designating Entity

Office Sought by Candidate

Date

Forms

Closing Summary Report – Election Day

CLOSING SUMMARY REPORT – Election Day

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

Complete All Grey Areas

BALLOTS ISSUED

1. Regular Ballots Issued From Electronic Pollbook Ballot Counts Report – Net Regular Issued	
2. Provisional Ballots Issued From Electronic Pollbook Ballot Counts Report – Net Provisional Issued	
3. TOTAL BALLOTS ISSUED (1 + 2)	

BALLOTS CAST

4. Regular Ballots Cast From Public Count(s) on Scanning Unit Integrity Report - Closing	
5. Provisional Ballots Cast From Provisional Ballot Closing Certificate	
6. TOTAL BALLOTS CAST (4 + 5)	

SPOILED BALLOTS

7. Total Spoiled Ballots and Ballot Activation Cards From Ballot Certificate -- Closing	
8. Total Spoiled Provisional Ballots From Provisional Ballot Closing Certificate	
9. TOTAL SPOILED BALLOTS (7 + 8)	

BALLOTS USED

10. TOTAL BALLOTS USED (6 + 9)	
---------------------------------------	--

VOTER AUTHORITY CARDS (VACs)

11. Total VACs from Scanning Unit(s) From column D on Scanning Unit Integrity Report - Closing	
12. Total Provisional VACs From Provisional Ballot Closing Certificate	
13. TOTAL VACS (11 + 12)	

14. Total Cancelled VACs From Cancelled VAC Envelope	
--	--

To the best of our knowledge, the information on this page is true and accurate.
Lines 1, 4, and 11 should be equal. If not, note and explain if possible in Chief Judge Log

CHIEF JUDGE

CHIEF JUDGE

Rev. 1/9/2016

Forms

Chief Judge Election Day Log

Chief Judge Election Day Log

Directions: Enter irregularities associated with voting (e.g. pollbook, screen froze, had to scanning unit, etc.). Enter events not directly associated with voting (media visit, ill voter was required ambulance or police). Enter events that may require explanation after the election. Enter events a voter may complain about after the election. If appropriate, explain how the issue was resolved.

Time Incident Occurred	Description of Incident and Resolution	Chief Judge Initials	Staff or Witness
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			
AM			
PM			

Forms

Chief Judge Canceled VAC Log

Chief Judge Canceled VAC Log: 2016

Directions:

1. Write "canceled" on the original Voter Authority Card and attach to the canceled confirmation stub.
2. Record the information from the canceled Voter Authority Card on this log and explain why the card was canceled.
3. Place the canceled VAC and its confirmation slip into the Problem VAC Envelope, located in the Red Document Folder.

Voter Name (Last Name, First Name)	Voter ID #	Reason for Canceled Ballot (i.e., wrong voter selected, voter issued standard ballot needed provisional, voter issued provisional needed standard ballot, voter fled, etc.)	Original VAC's EPB#

Forms

Electronic Pollbook Integrity Report

State of Maryland

Electronic Pollbook Integrity Report

District/Precinct:

County: Montgomery

Date: April 26, 2016

Judges must:

- Complete the Opening section below. Remember to print and sign the Zero Reports from each pollbook and attach them to this form BEFORE the polls open.
- Verify and record information about having to remove the Inner Seal during the day, if necessary.
- Complete the Closing section. Remember to print and sign the Totals Report from one poll book and attach it to this form.

Remember: Chief Judges must sign this form AFTER the polls close.

	OPENING				DURING		CLOSING	
	1	2	3	4		5	6	7
Pollbook ID #	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)		If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #	New Outer Seal # (applied to storage case at closing)
	VERIFY	VERIFY	VERIFY	REP/OTH	DEM	RECORD	RECORD	RECORD
#1								
#2								
#3								
#4								
#5								
#6								

To the best of our knowledge the information on this report is true and correct.

CHIEF JUDGE

CHIEF JUDGE

Rev. 12/14/2016

Forms

Key Concerns Checklist, front page

2016 Presidential Primary Election Key Concerns Checklist	
Complete front and back of this form.	
A. Before 7:00 AM Please check the box and initial where indicated when task is completed.	<u>Initial</u>
<input type="checkbox"/> Telephone turned on and/or plugged in	_____
<input type="checkbox"/> Zero reports printed from scanning units and posted	_____
<input type="checkbox"/> BMD audio functioning	_____
<input type="checkbox"/> Signs placed	_____
<input type="checkbox"/> Confirmed that accessible entrance is working	_____
<input type="checkbox"/> Called Board of Elections (240-777-8543) - ready to open	_____
B. When Opening the Polls at 7:00 AM Please check the box and initial where indicated when task is completed.	<u>Initial</u>
<input type="checkbox"/> Gave Wait Time Card to last voter in line at 7:00 AM	_____
<input type="checkbox"/> Recorded time Wait Time Card arrives at check-in table	_____
Copy here from card: Time given to voter (7:00 AM)	_____
Time of arrival at check-in	_____
# of voters already checked in	_____
C. At 11:00 AM Please check the box and initial where indicated when task is completed.	<u>Initial</u>
<input type="checkbox"/> Posted 11:00 AM Unofficial Turnout Report	_____
C. At 4:00 PM Please check the box and initial where indicated when task is completed.	<u>Initial</u>
<input type="checkbox"/> Posted 4:00 PM Unofficial Turnout Report	_____
(1/11/16)	

Forms

Key Concerns Checklist, back page

D. When Closing the Polls at 8:00 PM

Please check the box and initial where indicated when task is completed.

Initial

- | | |
|---|-------|
| <input type="checkbox"/> Closed all electronic pollbooks | _____ |
| <input type="checkbox"/> Completed Electronic Pollbook Integrity Report | _____ |
| <input type="checkbox"/> Completed Chain of Custody for Blue Ballot Transfer Bins | _____ |
| <input type="checkbox"/> Closed all Ballot Marking Devices | _____ |
| <input type="checkbox"/> Closed all scanning units | _____ |
| <input type="checkbox"/> Completed Scanning Unit Integrity Report | _____ |
| <input type="checkbox"/> Completed Voter Authority Card Box Stickers | _____ |
| <input type="checkbox"/> Completed Voter Authority Card Worksheet | _____ |
| <input type="checkbox"/> Posted totals reports from all scanning units | _____ |
| <input type="checkbox"/> Completed Provisional Ballot Closing Certificate | _____ |
| <input type="checkbox"/> Completed Closing Summary Report | _____ |
| <input type="checkbox"/> Completed Chain of Custody for Black Memory Stick Security Bag | _____ |
| <input type="checkbox"/> Completed Chain of Custody for Red Memory Stick Security Bag | _____ |
| <input type="checkbox"/> Completed Chain of Custody for Blue Ballot Transfer Bins | _____ |
| <input type="checkbox"/> Completed Cart Integrity Report | _____ |

E. Concerns at Polling Place

Record detailed information on any issues or concerns in the Chief Judge Log.

- | | | |
|--|------------------------------|-----------------------------|
| Was the polling place clean and sufficiently lighted? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Were there any concerns about parking or traffic? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Were there any complaints about aggressive electioneering? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the polling place spacious enough for proper set-up? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did you have enough electrical outlets? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did the telephone issued by the Board work properly? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was a Building Service representative present during voting hours? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Were Challengers & Watchers present during the day? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did the League of Women Voters "Polling Place Support Program" | | |
| volunteer meet with you during the day? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was your roamer helpful and responsive? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the Board's call center helpful and responsive? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did you have a line more than 30 minutes long at any time? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

(1/8/16)

Forms

Polling Room Sign-In, front

District/Precinct _____			
Polling Room Sign-in			
<u>Mandatory for all Persons Entering the Polling Room</u>			
Presidential Primary Election			
April 26, 2016			
Use reverse for other visitors			
Position	Name	Time	
Technical Staff	_____	_____	
	_____	_____	
	_____	_____	
Board of Elections Board Member	_____	_____	
	_____	_____	
	_____	_____	
Challengers/Watchers			
Name	Designated By	Time In	Time Out
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Forms

Polling Room Sign-In, back

Polling Room Sign-in		
<u>Mandatory for all Persons Entering the Polling Room</u>		
Presidential Primary Election		
April 26, 2016		
Use this page (2) for Unofficial Election Day Visitors/Observers.		
(Candidates, Foreign Dignitaries, Media and all Others)		
Use reverse for official visitors		
Name	Representing	Time

Forms

Precinct Chain of Custody, Blue Ballot Transfer Bins



**Board of Elections – Presidential Primary Election
April 26, 2016
Precinct Chain of Custody Form, Blue Ballot Transfer Bins**

District-Precinct: _____

Blue Ballot Transport Bin #1 is sealed with Seal #s:

Blue Ballot Transport Bin #2 is sealed with Seal #s:

Blue Ballot Transport Bin #3 is sealed with Seal #s:

Blue Ballot Transport Bin #4 is sealed with Seal #s:

Relinquished By:

Chief Judge

Chief Judge

Received By:

Ballot Bin Transport Team Member 1

Ballot Bin Transport Team Member 2

Time Received by BOE: _____

Ballot Transport Bins received and seals verified by: _____

Pink copy to Chiefs. Yellow copy to Transport Team Members

Closers: **Keep form easily accessible in hand. Hand to BOE official during Election Night drop off. BOE will retain original and return yellow copy to CLOSERS.**

(1/8/18)

Forms

Precinct Chain of Custody Form for Black Memory Stick Security Bag



**Board of Elections – Presidential Primary Election
April 26, 2016
Precinct Chain of Custody Form – VOP-D
Black Memory Stick Security Bag – Rear Memory Stick**

District-Precinct: _____

Critical Materials

☐ Black Memory Stick Security Bag

Red Seal Number _____

☐ Rear Memory Stick – Scanner 1

Serial Number _____

☐ Rear Memory Stick – Scanner 2

Serial Number _____

☐ Results Tape -- Scanner 1

☐ Results Tape – Scanner 2

**Leave with Black Memory Stick Security Bag as soon as practicable.
Go directly to BOE-assigned location accepting Memory Sticks.**

Relinquished By:

Chief Judge

Chief Judge

Received By:

Voting Operations Judge Driver (VOP-D)

Time Received by VOP-D

Time Received by BOE: _____

Memory Stick and Results Tape received and Black Bag Seal verified by: _____

Pink copy to Chiefs. Yellow copy to VOP-D.

VOP-D: **Keep form easily accessible in hand. Hand to BOE official during Election Night drop off. BOE will retain original and return yellow copy to VOP-D.**

(2/11/16)

Forms

Precinct Chain of Custody Form for Red Memory Stick Security Bag



**Board of Elections – Presidential Primary Election April 26, 2016
Precinct Chain of Custody Form – Closing Judges
Red Memory Stick Security Bag and Other Critical Materials**

District-Precinct: _____	
Critical Materials	
<input type="checkbox"/> Red Memory Stick Security Bag (Red Seal Number) _____ Containing: <ol style="list-style-type: none"> 1. Memory Stick(s) from Scanning Unit(s), front compartment Memory Stick 1 serial number _____ Memory Stick 2 serial number _____ 2. Results Tape(s) from Scanning Unit(s) 3. Keys, passwords, remaining security seals/tape 	
<input type="checkbox"/> Total number of Pollbooks _____ Number of sets of power bricks and cords _____	
<input type="checkbox"/> Orange (locked) Provisional Voted Ballot Transfer Bag(s)	
<input type="checkbox"/> Orange Provisional Ballot Supply Bag	
(Red Seal Number) Bag 1: _____ Bag 2: _____	
<input type="checkbox"/> Red Chief's Bag (Red Seal Number) _____ Includes the items below <ul style="list-style-type: none"> ▪ Sorted and counted VACs in VAC boxes ▪ Red Document Folder (Includes Payroll sheet, Electronic Pollbook Integrity Report, Ballot Certificate, Provisional Ballot Certificates and Tally Sheet, Scanning Unit Integrity Reports, BMD Integrity Reports, Closing Summary Report, VAC Worksheet) ▪ Document Jacket (Brown Accordion Folder) ▪ Extended Hours Envelope (unopened) 	
Non-Critical Materials	
<input type="checkbox"/> Printer Case(s) (Includes Printers, Power bricks/cords, Hubs and USB cables)	
Refer to "Closing the Polls" sections of the Red Bag and Document Jacket Checklists for complete list of contents.	
Relinquished By:	
_____ Chief Judge	_____ Chief Judge
Received By:	
_____ Closing Judge	_____ Closing Judge
Time Received by BOE: _____ Memory Stick and Results Tape received and Red Security Bag Seal verified by: _____	

Pink copy to Chiefs. Yellow copy to Closers.

Closers: **Keep form easily accessible in hand. Hand to BOE official during Election Night drop off. BOE will retain original and return yellow copy to CLOSERS.**

(2/11/16)

Forms

Precinct Unofficial Turnout Report

Precinct Unofficial Turnout Report REPORTAJE NO-OFICIAL DE VOTACIÓN

(Post for Public Viewing)

Primary Election
Elecciones Primarias

General Election
Elecciones Generales

District/Precinct
Distrito/Precinto

At 11:00 AM and 4:00 PM

Print the ***Consolidated Voter Counts Report***
from one pollbook and attach here.

Directions for printing report:

1. Tap "**Return to Main**" button
2. Tap the "**Manage System**" tab (top right)
3. Tap the "**Reports**" in the middle of the screen
4. Tap "**Print Voter Counts Report**" button

Forms

Provisional Ballot Application

Part 1 - Voter Information							
1	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer NO to either question, do not complete this form.						
2	Check boxes that apply and complete Items 3-10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change <input type="checkbox"/> Party Affiliation Change						
3	Last Name	First Name		Middle	Suffix		
4	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	5	Birth Date:		Month	Date	Year
6a	MARYLAND Driver's License or MVA ID Number MANDATORY (If you have neither see instructions)						
6b	Social Security Number (last 4 digits)		6c	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number			
7	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County
8	Mailing Address (if different from Item 7)						
9	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other - Specify _____						
10	CONTACT INFORMATION						
	Daytime Phone:			Email (optional):			
Part 2 - Ballot Information							
1	Pick the election: <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election						
2	If this is a primary election, pick the ballot you want to vote. • Your ballot should match the party you selected in Part 1. If you pick a ballot for another party, your ballot will be rejected. • If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board). <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other						
Part 3 - Signature							
Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment, including any term of parole or probation for the conviction. The information in this application is true to the best of my knowledge, information and belief. I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.							
X		Signature (required)			Date		
DO NOT DETACH							

Forms

Provisional Ballot Application,

For Official Use Only	
Election Judge A provisional ballot application was issued because the voter was: <input type="checkbox"/> 1. Not listed on the precinct register <input type="checkbox"/> 2. Listed on the precinct register but indicated a change of address <input type="checkbox"/> 3. Listed but claims to have a different party affiliation (primary election only) <input type="checkbox"/> 4. Listed as an absentee voter or as having already voted <input type="checkbox"/> 5. Listed as "Active" or "Inactive" & "Show ID" & unable to provide acceptable ID <input type="checkbox"/> 6. Listed as "pending" & "Show ID"	<input checked="" type="checkbox"/> Check all boxes that apply. District/Precinct or Early Voting Center Ballot Style Issued Election Judge Initials _____ Date _____
Was acceptable ID presented? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, record the type of ID presented. <input type="checkbox"/> Photo ID - Address on the photo ID does not need to match the address in #7. <input type="checkbox"/> Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #6a. <input type="checkbox"/> Other-Photo ID - specify _____ <input type="checkbox"/> Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7. <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other government document - specify _____ <input type="checkbox"/> 7. Listed as "pending" & "Need DL#/SSN#" (See instructions for #6.) <input type="checkbox"/> 8. Identify challenged & cannot provide acceptable form of ID <input type="checkbox"/> 9. Other (explain): _____	

reverse side (Election Judge section)

Forms

Provisional Ballot Certificate - Opening

PROVISIONAL BALLOT CERTIFICATE – OPENING
2016 Presidential Primary Election - Election Day

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

Verify Security Seal Number on Ballot Transfer Bag (Orange Bag). Do not remove seal until Tuesday morning		
Verify Seal #	✓	Initial

Below is a ballot style list for opening. Before the polls open, verify that you have received the number of ballot packs for each style indicated below. **If you cannot verify a number on this list, alert your chief judge and notify the Election Office immediately.**

PROVISIONAL BALLOTS

[illegible]

To the best of our knowledge, the information on this form is true and correct.

Provisional Judge: _____

Chief Judge: _____ Chief Judge: _____ Revised 12/15/2015

Forms

Provisional Ballot Closing Certificate

State of Maryland 

PROVISIONAL BALLOT CLOSING CERTIFICATE – PRIMARY ELECTION

District/Precinct: _____ County: Montgomery Date: April 26, 2016



<p><i>The Provisional Ballot Judge must complete and sign this form AFTER the polls have closed. Chief Judges must sign AFTER it is completed.</i></p>				
<p>End of Election Provisional VAC Totals</p> <p><small>From Provisional Tally Sheet</small></p>				
Party	Number of printed VACs	Number of hand-written orange VACs		
A. Republican				
B. Democratic				
C. Non (Unaffiliated, Green, Libertarian)				
A + B + C =	D.	E.		
Total Provisional VACs Issued (D + E) =		F.		
			<p>End of Election Provisional Ballot Totals</p>	
			<p>Total Provisional Ballots Cast: (From Prov. Tally Sheet, Box B)</p>	G.
			<p>Total Spoiled Provisional Ballots: (From Prov. Tally Sheet, Box 2)</p>	H.
			<p>Total Ballots Used (G + H) =</p>	I.
			<p>Total Unused Ballots <small>Count unused provisional ballots</small></p>	J.

Record Seal Number on Provisional Ballot Transfer Bag: _____

Box F should equal Box G. If not, note and explain if possible in Chief Judge Log.

To the best of our knowledge, the information on this form is true and correct.

Provisional Ballot Judge

Chief Judge

Chief Judge

(Rev. 12/15/2016)

Forms

Provisional Ballot Tally Sheet

State of Maryland 

Provisional Ballot Tally Sheet – 2016 Presidential Primary

County: Montgomery

District/Precinct: _____ Date: April 26, 2016

Instructions: Tally the number of provisional voters and the number of provisional ballots issued throughout the day. After the polls close, count and record the total number of tally marks for each box with tallies [i.e. *||||* (4) and *|||||||* (12)] and record other totals in light gray areas as specified for each row and column. Provide the completed Tally Sheet to the chief judges.

	Provisional VACs Tallies			Total for Each Row
	Republican	Democratic	Non (Unaffiliated, Green, Libertarian)	
VACS from Pollbook				
Orange VACs				
TOTAL VACs				(A)

Note: The total for each party should equal the total provisional ballots recorded in the electronic pollbooks.

	Ballots Issued/Spoiled Tallies	Total
All Provisional ballots issued (note: an issued ballot that is spoiled will also be tallied in the Provisional ballots spoiled box)		(1)
Provisional ballots spoiled		(2)
PROVISIONAL BALLOTS CAST (1 minus 2)		(B)

Note: Boxes A and B should equal each other.

Provisional Ballot Judge Signature _____

Revised 12/15/2015

Forms

Rules of Security Behavior for All Types of Election Judges (page 1)



RULES OF SECURITY BEHAVIOR FOR ALL TYPES OF ELECTION JUDGES

This form must be read, completed and signed by all judges.

2016 Presidential Election Cycle

County: _____ Name: _____

SECURITY RULES FOR ALL TYPES OF ELECTION JUDGES:

1. Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited and will result in immediate removal from office and possible civil and/or criminal penalties.
2. Always wear the name tag provided by the local board of elections and carry photo ID with you while performing your duties as an election judge.
3. Do not deviate from the approved Election Judges Manual or training without the written approval of the State Administrator of Elections.
4. Ensure that all paperwork is completed as required.
5. Immediately report any security practice anomalies (e.g., incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment, etc.) to the local board of elections. Do not use voting equipment that has missing or damaged tamper tape or seal. Record all such incidents in the Election Day Log.
6. Monitor and secure all election materials and equipment throughout the day.
7. Immediately report any suspicious, threatening, or harassing behavior or activity occurring inside the polling place or within the "no electioneering zone" to the local board of elections. Record all such incidents in the Election Day Log.
8. Do not allow any unauthorized person to touch the voting equipment. A voter shall only be permitted to handle his or her own voter authority card, ballot, or ballot activation card.
9. If you have a problem with the voting equipment, contact the Help Desk or Election Field Support immediately and record the incident in the Election Day Log.
10. Ensure ALL ballots and voter authority cards are accounted for, as required. Secure ALL voted, unvoted, and spoiled ballots, and voter authority cards.
11. Do not share confidential supervisor **passwords** with anyone and keep in a secure location until needed.
12. Ensure ALL memory sticks, and compact flash cards (if required) are returned to the local board of elections with all materials as instructed by the local board of elections.

I have read the Rules of Security Behavior for Election Judges and agree to follow the rules that are applicable to my duties.

Signature

Date

Complete both sides of this form

DRAFT 8/26/15

Forms

Rules of Security Behavior for All Types of Election Judges (page 2)

ELECTION JUDGE OATH. Please read, complete and sign.

I, _____, a registered voter residing in the State of
(PLEASE PRINT)
Maryland at:

Number Street

City Zip Code

Email Address

under the penalty of perjury, do swear (or affirm) that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Election Judge for the State of Maryland, according to the Constitution and Laws of this State.

Signature Date

Social Security Number Home/Mobile Number Work/Day Number

Signature of Witness Date

Revised 8/26/15

Forms

Scanning Unit Integrity Report - Closing

SCANNING UNIT INTEGRITY REPORT – CLOSING 2016 Presidential Election - Election Day

Local Board: Montgomery

Date: April 26, 2016

District/Precinct: _____

1. Place removed tamper tape on the back of this form.
2. Attach a Totals Report from each Scanning Unit to this report. Also post a Totals Report near the Zero Report from each Scanning Unit for public viewing.

COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.

Unit #	A. Removed Emergency Ballot Compartment Seal # Record	B. Public Count Record	C. Protected Count Record	D. Number of VACs Record	E. Removed Rear Access Door Tamper Tape # Record	F. Removed Front Access Door Tamper Tape # Record
1						
2						
For two Scanning Units, add Boxes 1B and 2B for total public count						

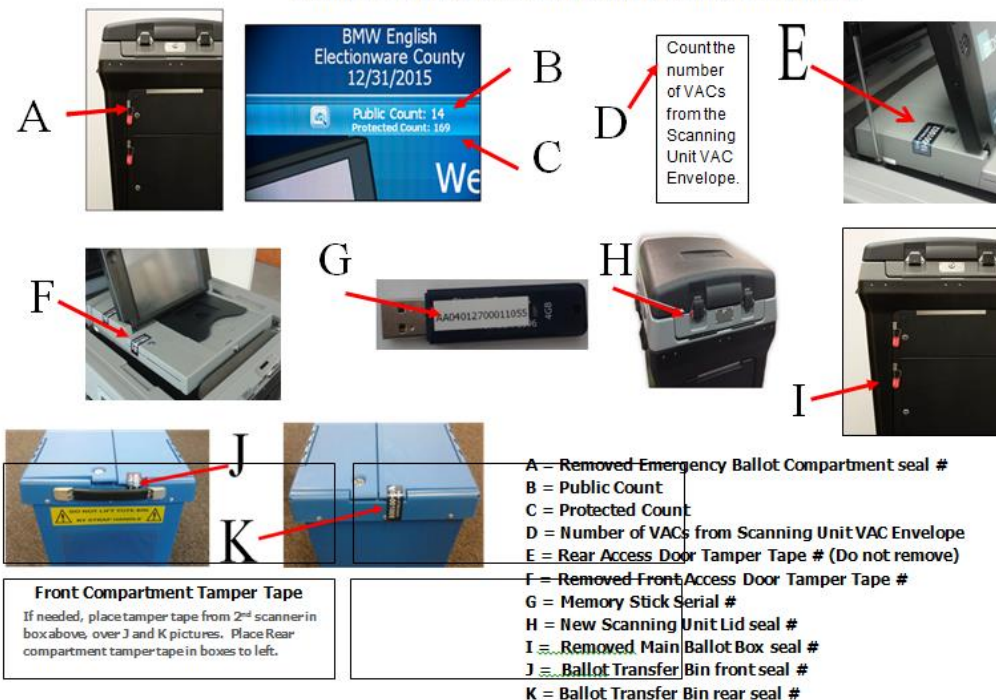
Unit #	G. Memory Stick Serial #s Verify	H. New Scanning Unit Lid Seal # Record	I. Removed Main Ballot Box Security Seal/Lock # Record	J. Security seal # on Ballot Transfer Bin - Front Record	K. Security seal # on Ballot Transfer Bin - Rear Record
1	Main				
	Rear				
2	Main				
	Rear				

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Chief Judge: _____ Chief Judge: _____ 1/9/2016

Scanning Unit – Closing Tamper Tape & Security Seal Location Diagram



Forms

Scanning Unit Integrity Report - Opening

SCANNING UNIT INTEGRITY REPORT – OPENING ELECTION DAY 2016 Presidential Election

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

Attach the Zero Report with attached configuration report from each Scanning Unit to this report.
Also post a Zero Report (without configuration report) from each Scanning Unit for public viewing.

Remember: Record the reason for removing **ANY** tamper tape or seal after opening and prior to closing the polls on the "Tamper Tape/Security Seal Removal Report" and place removed tamper tape on the back of it.

COMPLETE ALL GREY AREAS

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Scanning Unit Lid Seal #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape # (Do Not Remove)	Main Ballot Box Seal #	New Main Ballot Box Seal #
	Verify	Verify	Verify	Verify	Verify	Record
1						
2						

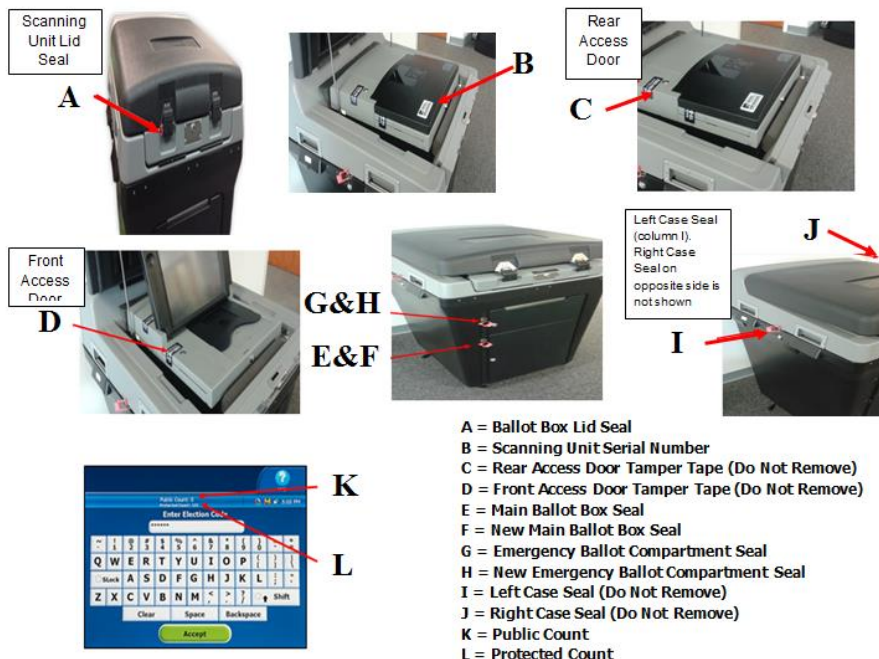
Scanning Unit #	G.	H.	I.	J.	K.	L.
	Emergency Ballot Compartment Seal #	New Emergency Ballot Compartment Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)	Public Count	Protected Count
	Verify	Record	Verify	Verify	Verify	Verify
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Chief Judge: _____ Chief Judge: _____ Draft 12/16/2015

Scanning Unit – Opening Tamper Tape & Security Seal Location Diagram



Forms

Spoiled Ballot Log (Ballot Issuing Table)

Spoiled Ballot Log (Ballot Issuing Table) Montgomery County Board of Elections

Presidential Primary

April 26, 2016

A ballot that will not or can not be used to cast a vote must be spoiled and accounted for. When a judge damages a ballot (tears, folds, etc.) before issuing the ballot to a voter, the judge must record that ballot on this form. When a voter damages a ballot or wishes to change selections, the judge must record that ballot on this form before issuing the voter a new ballot. Voters may receive a maximum of three ballots.

Directions:

1. If damaged after selections are made or if voter wishes to change selections, have voter mark over all circles in selected contests.
2. Write "Spoiled" on ballot. Place ballot in Spoiled Ballot Envelope.
3. Check below if ballot is standard ballot or Ballot Activation Card (BAC).
4. Determine and check correct reason code:
Reason Code 11: Damaged by voter or by judge
Reason Code 12: Voter made incorrect selection wishes to change.
5. Enter voter's name and ID# below. If ballot was damaged before it was issued to voter, leave blank. Initial form.
6. Take voter's VAC. Cross off prior ballot judge's initials. Initial VAC and return to voter with new ballot.

Reason Code ✓		Ballot Type		Voter's Name (Last Name, First Name)	Voter ID#	Judge's Initials
#11	#12	Standard BS#	BAC ✓			

Forms

Spoiled Provisional Ballot Envelope



Board of Elections
Montgomery County, Maryland

PRESIDENTIAL PRIMARY ELECTION

April 26, 2016

SPOILED PROVISIONAL BALLOT ENVELOPE


Spoiled Ballot = Ballot spoiled, torn, marked in error by voter and returned to
Provisional Judge for a replacement ballot

DISTRICT/PRECINCT NO. _____ / _____

SPOILED BALLOTS					
List card stub sequence number					
	Democrat		Republican		Other
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	
11		11		11	
12		12		12	
13		13		13	
14		14		14	
15		15		15	
16		16		16	

Forms

Voter Assistance Form

State of Maryland  Voter Assistance Form	
Instructions: Use this form if a voter has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application. Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.	
Part I – Completed by Election Judge	
Printed Name of Voter: _____	
Street Address: _____	
City: _____	State: _____ Zip: _____
The voter named above has requested assistance in voting and is being assisted by:	
<input type="checkbox"/> A person designated by the voter (Go to Part II) or <input type="checkbox"/> Two election judges (Go to Part III)	
Part II – Completed by Person Designated by Voter	
Printed Name: _____	
Street Address: _____	
City: _____	State: _____ Zip: _____
I affirm that:	
<ol style="list-style-type: none">1. I am not the voter's employer or agent of the voter's employer;2. I am not an officer or agent of the voter's union;3. I have not been appointed as a challenger or watcher for this election;4. For a voter casting a provisional ballot, I am not a candidate who is on the voter's ballot;5. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;6. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and7. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.	
_____ Signature	_____ Date
Part III – Completed by Election Judges Assisting Voter	
_____ Signature – Election Judge	_____ Party Affiliation
_____ Signature – Election Judge	_____ Party Affiliation
SBE 10-10 (Rev. 9/15)	

Forms

Voter Authority Card Worksheet

Montgomery County, Maryland

Voter Authority Card Worksheet
Presidential Primary Election April 26, 2016

Scanning Unit #1

Count of Voter Authority Cards (VACs)				
VAC Box #	Republican	Democratic	Unaffiliated	Total
1				
2				
3				
4				
TOTALS				A.

Scanning Unit #2

Count of Voter Authority Cards (VACs)				
VAC Box #	Republican	Democratic	Unaffiliated	Total
1				
2				
3				
4				
TOTALS				B.

Total VACs = A + B

A.	+	B.	=	C.
----	---	----	---	----

Directions:

1. At closing, obtain boxes of VACs.
2. Ensure VACs have been sorted by party and paperclipped in stacks of 25.
3. If sticker is blank, count VACs and complete sticker.
4. Enter numbers of VACs from stickers into appropriate boxes above.
5. Total the VACs.
6. The Total number of VACs (in applicable bold box above) is entered:
 - On line 11 of the Closing Summary Report
 - In Column D of the Scanning Unit Integrity Report -- Closing

Forms

Voter Authority Cards (sticker for VAC box)

Voter Authority Cards, Scanning Unit# _____	
Republican	_____
Democratic	_____
Unaffiliated	_____
Total	_____
Separate VACs by party. Paperclip into stacks of 25. When box is filled or at end of Election Day, complete this form.	

Forms

Voter Update Form

State of Maryland – Voter Update Form

Note: Have the voter fill out the applicable section and sign and date at the bottom.

Voter Information	Election Judges fill in this section:				
	Voter ID #	Last Name	First Name	Middle Name	Date of Birth
Change of Address	<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below: Residence Address: _____ Mailing Address (if different): _____ City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____ NOTE: If you moved more than 21 days before election day, you have two choices: Go to an early voting center in your county or your new precinct on election day, OR vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted.				
Change of Name/Date of Birth	Last Name _____ First Name _____ Middle Name _____ Date of Birth _____				
Change of Party Affiliation	For future elections, I want my party affiliation to be: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Constitution Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____				
Identification Information	Election Judge Use Only – ✓ Indicate the type of ID provided only if "ID required" is specified on the VAC or precinct register. Photo ID – There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form. <input type="checkbox"/> Maryland Driver's License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID –Type _____ Non Photo ID – The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form. <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other Government Document – Type _____				
Death Notice	I, _____ Print Name _____ confirm that the voter listed above is deceased and therefore request that the voter's name be removed from the voter registration records. Relationship to the deceased: _____				
Signature of Voter	I affirm under penalty of perjury that the information on this form is true and correct. _____ Signature of Voter _____ Date _____				

Forms

Voting Equipment Tamper Tape/Security Seal Removal Report

State of Maryland

VOTING EQUIPMENT TAMPER TAPE/SECURITY SEAL REMOVAL REPORT- 2016 Presidential General

County: Montgomery

Date: April 26, 2016

District/Precinct: _____

Record information about the removal and replacement of tamper tape or security seals that occurs after the polls open and before the polls close. Place removed tamper tapes on back of this form.

[illegible]

Equipment Code:

A = Scanning Unit **front** access door
B = Scanning Unit **rear** access door
C = Scanning Unit main ballot box
D = Scanning Unit emergency ballot compartment
E = Left side Ballot Transfer Bin top
F = Right side Ballot Transfer Bin top
G = Ballot Marking Device

Chief Judge: _____ Chief Judge: _____

Revised 1/14/2016